

Sec. 96.04. - Administrative cancellation or write-off of AR invoices.

- (a) The director of the office of financial services may cancel an AR invoice if:
- (1) The invoice was issued in error; or,
 - (2) The invoice was disputed by the debtor and a settlement was agreed to by the director of the office of financial services and the city attorney.
- (b) The director of the office of financial services is authorized to administratively write off up to five thousand dollars (\$5,000.00) of any AR invoice, and any such AR invoice over \$5000.00 with the approval of the city attorney if any of the following factors exist:
- (1) The debtor has been adjudicated bankrupt.
 - (2) The cost of collection exceeds the expected value of the receivable.
 - (3) The department director, with the assistance of the city attorney or the designated collection agency, has been unable to locate the invoiced party after due and diligent search.
 - (4) The known assets of the debtor are insufficient to satisfy the debt and there does not appear to be a reasonable likelihood that the debtor will have sufficient assets within a reasonable period of time.
 - (5) The bill has been determined uncollectable by the designated collection agency.

Such administrative action must be done in writing, must fully set forth the facts upon which the decision to write off in full or in part the AR invoice was made, and shall state the public purpose served by the write-off of the AR invoice.

(Ord. No. 11-33, § 2, 4-27-11)

Sec. 96.05. - Council write-off authorized.

Any AR invoice of any amount that does not meet the criteria in section 96.04 may be written off, whether in part or in full, only by council resolution which fully sets forth the facts upon which the decision was made, and shall state the public purpose served by the action. Requests for write-off must contain the accounting unit under which the property, good or service was provided; a description of the property, good or service; an indication of whether the budget for that activity included income for providing that property, good or service; and a history, if any, of prior experiences with the party regarding write-off of AR invoices. Such resolutions may include the write-off of single or multiple AR invoices, and shall be presented to the council on at least an annual basis. The provisions of section 96.06 are presumed to apply unless the resolution indicates otherwise.

(Ord. No. 11-33, § 2, 4-27-11)

Sec. 96.06. - Additional goods and services barred.

No further goods and services (except emergency services), including permits, licenses or payment terms (including special assessments for fire sprinklers, building façade improvements, or lead service replacement, or other similar programs to assess for private property improvements) will be made or provided to any person who has failed to pay an AR invoice issued by the city which is overdue or has been written off, until such AR invoice is paid or canceled in accordance with the provisions of this chapter or authorized by council resolution. The director of financial services may exempt a person from services barred when there are ongoing negotiations which appear to be leading to a resolution of the debt.

(Ord. No. 11-33, § 2, 4-27-11)